



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
5722 INTEGRITY DR.  
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 12450.1L (HDQ)  
N12  
17 Sep 2009

COMNAVCRUITCOM INSTRUCTION 12450.1L (HEADQUARTERS)

From: Commander, Navy Recruiting Command

Subj: NAVCRUITCOM HEADQUARTERS CIVILIAN EMPLOYEE RECOGNITION  
PROGRAMS

Encl: (1) Junior Civilian of the Quarter/Year and Senior  
Civilian of the Quarter/Year Nomination Format  
(2) Sample Letter of Commendation  
(3) Junior Civilian of the Quarter/Year and Senior  
Civilian the Quarter/Year Evaluation Sheet

1. Purpose. Update eligibility criteria and organizational responsibilities for the NAVCRUITCOM Headquarters (HQ) Civilian of the Quarter/Year programs to recognize sustained outstanding performance and emphasize customer service to the field and across departments.

2. Cancellation. COMNAVCRUITCOMINST 12450.1K (HDQ). Revisions are identified by an (R in the right hand column.

3. Background. Providing recognition to civilian employees who demonstrate outstanding performance is significantly important for mission accomplishment and maintaining high morale. Quarterly and annual performance awards and incentives serve this purpose and inspire others to achieve their personal potential.

4. Eligibility

a. Junior Civilian of the Quarter Award

(1) Open to all full-time career and career conditional employees in YB, Technician/Support positions. Employees must have been employed at NAVCRUITCOM HQ for the entire quarter for which they are nominated and must demonstrate performance at an acceptable level at the time of nomination.

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(2) All nomination packages will include documentation of the employee's performance and accomplishments during the

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quarter for which they are nominated, and a proposed Letter of Commendation per enclosures (1) and (2).

(3) An employee may only be selected as Civilian of the Quarter once per calendar year.

b. Junior Civilian of the Year Award

(1) Employees selected as Junior Civilian of the Quarter for the calendar year are automatic nominees for Junior Civilian of the Year.

(2) Department heads and special assistants may also nominate employees who have been nominated for the Junior Civilian of the Quarter during the same calendar year.

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(3) Employees must have been employed by NAVCRUITCOM HQ for at least one quarter and demonstrate performance at an acceptable level at the time of nomination.

(4) All nomination packages will include the employee's performance and accomplishments for the year, and a draft letter of commendation per enclosures (1) and (2).

c. Senior Civilian of the Quarter Award

(1) Open to all full-time career and career conditional employees in positions other than YB, Technician/Support positions (i.e., YA, YC, YD). Employees must have been employed by NAVCRUITCOM HQ for the entire quarter for which they are nominated and demonstrate performance at an acceptable level at the time of nomination.

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(2) All nomination packages will include documentation of the employee's performance and accomplishments during the quarter for which they are nominated and a proposed letter of commendation per enclosures (1) and (2).

(3) An employee can be selected as Senior Civilian of the Quarter once per calendar year.

d. Senior Civilian of the Year Award

(1) Employees selected as Senior Civilian of the Quarter for the calendar year are automatic nominees for Senior Civilian of the Year.

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(2) Department heads and special assistants may also nominate employees who have been nominated for the Senior Civilian of the Quarter during the same calendar year.

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(3) Employees must have been employed by NAVCRUITCOM HQ for at least one full quarter and be performing at an acceptable level at the time of nomination.

(4) All nomination packages will include documentation of the employee's performance and accomplishments during the year and a proposed Letter of Commendation per enclosures (1) and (2).

e. Contractor personnel are ineligible for NAVCRUITCOM HQ civilian employee recognition programs.

## 5. Action and Responsibilities

### a. Department Heads, Special Assistants and Executive Staff:

(1) During the last week of each quarter, solicit nominations from supervisors of assigned eligible personnel for Junior/Senior Civilian of the Quarter.

(2) Complete and submit nomination packages to the recorder of the civilian employee recognition programs committee (N12), using the format contained in enclosure (1).

(3) Include a draft letter of commendation per enclosure (2) for each nominee for signature by Commander, Navy Recruiting Command.

(4) During the month of December, solicit additional comments concerning accomplishments subsequent to their selection as Junior/Senior Civilian of the Quarter for consideration for Junior/Senior Civilian of the Year.

### b. Chairman, Civilian Employee Recognition Programs:

(1) Convene the awards committee, composed of department heads to select a nominee for recommendation to the Commander for approval.

(2) Immediate supervisors will brief the board on nominees' accomplishments for the quarter/year. The chairman

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will not cast a vote except to break a tie among the other board members.

c. Recorder, Civilian Employee Recognition Programs:

(1) Consolidate all nominations received.

(2) Establish an appropriate time and location for the committee to meet.

(3) Provide appropriate clerical assistance.

(4) Notify all concerned of board results.

(5) During the month of December, forward nomination packages for all employees who were selected as Junior and Senior Civilian of the Quarter to each department head and special assistant for further input concerning their employee's accomplishments for the full year.

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d. Board members:

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(1) Determine the Junior Civilian of the Quarter/Year and Senior Civilian of the Quarter/Year by package review and supervisor brief.

(2) Nominees will be rated using the Junior Civilian of the Quarter/Year and Senior Civilian of the Quarter/Year evaluation sheet per enclosure (3).

e. Navy Recruiting Command Executive Secretariat:

(1) Provide an engraved plate with selectee's name and quarter/year selected to be affixed to the Civilian of the Quarter/Year plaque located in the main passageway of NAVCRUITCOM HQ.

(2) Arrange and coordinate an appropriate presentation ceremony.

(3) Forward a memorandum regarding the ceremony to all department heads and special assistants announcing the time, location of the ceremony, and the name of the selectee.

(4) Prepare the letter of commendation.

(5) Notify the command photographer of the selection.

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(6) Announce the Junior Civilian of the Quarter/Year and Senior Civilian of the Quarter/Year selection in the Plan of the Week.

6. Awards

a. The following shall be awarded to the Junior Civilian of the Quarter:

(1) A NAVCRUITCOM plaque engraved appropriately for presentation.

(2) A letter of commendation.

(3) A \$250.00 On-the-Spot Award.

(4) A designated parking spot for the quarter.

b. The following shall be awarded to the Junior Civilian of the Year:

(1) A NAVCRUITCOM plaque engraved appropriately for presentation.

(2) A letter of commendation.

(3) A \$750.00 Special Act Award.

(4) A designated parking spot for the year.

c. The following shall be awarded to the Senior Civilian of the Quarter:

(1) A NAVCRUITCOM plaque engraved appropriately for presentation.

(2) A letter of commendation.

(3) A \$500.00 On-the-Spot Award.

(4) A designated parking spot for the quarter.

d. The following shall be awarded to the Senior Civilian of the Year:

(1) A NAVCRUITCOM plaque engraved appropriately for presentation.

(2) A letter of commendation.

(3) A \$1,000.00 Special Act Award.

(4) A designated parking spot for the year.

/s/  
R. R. BRAUN

Distribution:  
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Junior Civilian of the Quarter/Year and  
Senior Civilian of the Quarter/Year Nomination Format

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Date:

From:

To: Chairman, Civilian Employee Recognition Programs  
Committee

Subj: JUNIOR CIVILIAN OF THE QUARTER/YEAR OR SENIOR CIVILIAN OF  
THE QUARTER/YEAR

Ref: (a) COMNAVCRUITCOMINST 12450.1J (HDQ)

1. In accordance with reference (a), the below named person is nominated for (fill in the award being recommended for and the appropriate quarter), Calendar Year (fill in the calendar year)

2. The following information is provided:

a. Name:

b. Title, Pay Schedule, Series, Pay Band

c. Justification for nomination: (Should address the following factors.)

(1) Job performance: (With specific and objective accomplishments.)

(2) Contribution(s) of the employee: (To their branch, division, staff office, special assistant office, or the command.)

(3) Personal conduct: (Examples of how the employee interacts with co-workers, customers and other headquarters departments.)

(4) Customer Service provided to the field or other headquarters departments. (Instances of outstanding customer service, Letters of Appreciation from field activities. Cases demonstrating exemplary customer service.)

Enclosure (1)

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**Sample Letter of Commendation**

(Individual's Name)

*For service as set forth in the following*

LETTER OF COMMENDATION

For commendable achievement in the performance of duties while serving in the Management Services Office on the Staff of the Commander, Navy Recruiting Command and for selection as the Junior/Senior Civilian of the Quarter, Third Quarter, Calendar Year 2003/Junior/Senior Civilian of the Year, Calendar Year 2003. Mr. Superciv performed his duties in a highly professional manner. He ensured that all directive issues and changes to the Command's installation directory were rapidly staffed and accomplished. Mr. Superciv was a leader in using electronic media to aid both the headquarters staff and field personnel in great efficiencies as a means to maintain the databases and to produce a timely updated Installation Directory. His positive attitude, superb managerial skills and overall experience were instrumental in ensuring the best possible management support to headquarters staff and field activities. Mr. Superciv's performance was in keeping with the highest traditions of the United States Navy.

Rear Admiral, U. S. Navy

Enclosure (2)



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Junior Civilian of the Quarter/Year and  
Senior Civilian of the Quarter/Year Evaluation Sheet

(R)

Name: \_\_\_\_\_

Title, Pay Schedule, Series, Pay Band: \_\_\_\_\_

Organization: \_\_\_\_\_

Points to evaluate employee's contribution.

5 EXCELLENT  
4 OUTSTANDING  
3 SATISFACTORY

1. Job performance with specific and objective accomplishments. \_\_\_\_\_

2. Contribution(s) of the employee to their branch, division, staff office, special assistant office, or the command. \_\_\_\_\_

3. Personal conduct; employee interactions with co-workers, customers and other headquarters departments. \_\_\_\_\_

4. Customer Service provided to the field or other headquarters departments. Instances demonstrating exemplary customer service. \_\_\_\_\_

TOTAL \_\_\_\_\_